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RECOMMENDATION NO. 1:

Discontinue maintenance of abstract file on "In" dispatches from [REDACTED]

25X1A6b

Justification:

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Reference frequency does not justify time and effort expended for maintenance of these records. Major purpose of records is to record subsequent routings of copies after determination by [REDACTED] desk officers (Chief and Dep/Chief, Support Staff). This information can be noted on the Division record copy retained in the office and readily available for direct reference in answering inquiries.

RECOMMENDATION NO. 2:

Discontinue maintenance of Training Record Cards on FE Personnel.

Justification:

The information contained and posted to the individual training record cards duplicates the information reflected on the quarterly Office of Training IBM listing. If necessary, postings could be made to the IBM list between publications to reflect recent courses completed by Division personnel as well as prior training records on new Division members.

RECOMMENDATION NO. 3:

Discontinue maintenance of Book Logs reflecting scheduling of personnel in various training courses.

Justification:

The information posted to the book logs duplicates almost entirely the information recorded on form 73 (Request for Internal Training) and form 136 (Request for Training at Non-CIA Facility), a copy of which is presently retained in the office.

Adoption of the following filing system and procedure utilizing copies of the request forms as the office record would provide the same degree of reference information:

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Proposed Procedure

1. Prepare a 5 x 8 card for each training course category presently reflected in the book logs and record the same information as it presently appears on the log sheet headings (Room, Building, Phone, Instructor, Hours, Prerequisites, etc.). File the cards in a 5 x 8 desk box in the same sequence as the courses are recorded at present in the "Book Logs".
2. File one copy of Form 73 or 136 in appropriate file space following 5 x 8 course heading card after approval by the FE Training Officer.
3. Utilize file copy to answer all inquiries relative to course scheduling.
4. Post information pertaining to the course, i.e., changes in times, place, etc. to the 5 x 8 course heading card.
5. Post information pertaining to the student, i.e., evaluations received and forwarded to Branch, etc. to the form 73 or 136.
6. Destroy copies of forms 73 and 136 six months after date of completion of course.